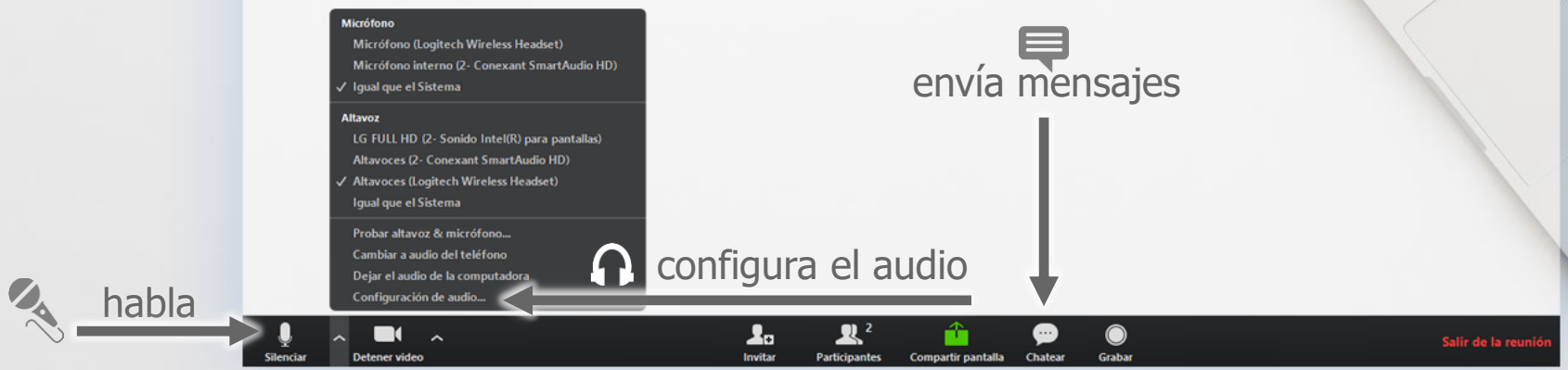
¡Bienvenido!

Las clases clásicas tienen un pequeño grupo de estudiantes.
El enfoque es en gramática, vocabulario y corrección de errores.

¿Cómo interactuar en clase?

Miremos cómo utilizar la barra de herramientas.

Recomendación: ¿No puedes ver la barra de herramientas? Mueve el cursor a la parte inferior de la pantalla y aparecerá automáticamente.



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Business: Conference Calls

By the end of this lesson, you will be able to:

- discuss types of conference calls.
- talk about when to use conference calls.
- use simple present 3rd person singular verbs in sentences.

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Warm Up

Answer the questions with your teacher and classmates.

1. What is happening in this picture?

2. Where are these people?

   They are _____.

3. Do you use video calls at work?

   I [do/don't] use video calls at work.

How do you use video calls?

a. to talk to family
b. to attend work meetings
c. to meet new people

Vocabulary Picture Match

Match the pictures and the words.

mute | software | headset | chat | webcam | app

Vocabulary Fill in the Blank

Complete the sentence with the vocabulary word and answer the question.

I use a _____ to talk on the phone and computer.

I use a _____ to talk to friends in other cities on the computer, because I like to see them.

I have the Facebook, YouTube, and Skype _____ on my smartphone.

Microsoft and Apple make _____ for computer systems.

We can hear a lot of noise. Can you please _____ your microphone?

I will _____ with my friend and ask him about the business meeting.

mute	software	headset	chat	webcam	apps

Do you use a headset? Why or why not?

Grammar Practice

Let's practice. Use the correct form of the verb to complete the sentences.

In English simple present tense, only the 3rd person singular changes form. When the subject is *he, she* or *it*, add *–**s*** to the end of the verb.

	Singular		Plural	
1st person	I	use	We	use
2nd person	You	use	You	use
3rd person	He/She/It	***uses***	They	use

1. I _____ Microsoft software on my computer.

2. He _____ videoconferencing software to make conference calls.

3. They _____ a headset to make phone calls.

Make a sentence with the verb "use."

Extension

Make sentences in simple present tense.

1. I...

2. He...

3. They...

4. She...

Did You Know?

Read about conference calls and answer the question.

Did you know:

- The first public conference call was at the New York World's Fair in 1964.
- Conference calls use audio, or audio and video together.
- During a web conference, users share documents online.

Do you prefer conference calls with only audio, or audio and video together? Why?

I prefer conference calls with [only audio/audio and video together] because...

Discussion

Describe this picture and answer the questions with your teacher and classmates.

- Is this a business conference call or a casual conference call? Explain.

This is a [business/casual] conference call.

- Do you make conference calls at work? Tell the class about it.

I [make/do not make] conference calls at work.

- Do you make conference calls with your family? Explain.

I [make/do not make] conference calls with my family.

Phrasal Verb

Talk about this phrasal verb and answer the question.

Log on/in = to enter a name and password and begin using a computer or program

Example: After you *log on*, please open the file.

When do you need to *log on* at work?

I need to log on _____.

List

Brainstorm this topic with your class and make a list.

Software for Online Meetings:

Zoom

Which program do you like? Why?

Idiom

Talk about this idiom with your teacher and classmates.

In person = in the same room with a person

Example: Tina and I met at a web conference before, but today we met *in person*.

Who do you meet online? Who do you meet *in person*?

I meet _____ [online/in person].

Dialogue

Read your lines with a classmate.

Marta: Did you go to the web conference yesterday?

John: Yes, it was boring.

Marta: Why was it boring?

John: The connection was very slow.

Marta: Did you schedule another meeting?

John: Yes. We will meet in person on Friday.

Dialogue Fill in the Blank

Read your lines with a classmate and fill in the missing lines. Take turns.

Speaker A: Did you go to the web conference yesterday?

Speaker B: Yes, it was _____.

Speaker A: Why was it _____?

Speaker B: _____.

Speaker A: Did you schedule another meeting?

Speaker B: Yes, we will meet in person _____.

Role Play

Choose a role and act it out with a partner.

Role A

1. Ask your co-worker if they went to the web conference.
2. Ask why they felt a specific way about the meeting.
3. Ask if they scheduled another meeting.

Role B

1. Tell your co-worker about the web conference.
2. Tell your co-worker why you felt a specific way about the web conference.
3. Tell your co-worker about the next web conference.

Language to Use:
Did you go to the web conference?
Did you schedule another meeting?
Yes, we will meet in person...

Class Project

Work with your class to complete this project.

On "Casual Friday," workers wear casual clothes like jeans and T-shirts. Have a meeting about Casual Friday. Choose one person to lead the meeting. Make a plan with your class.

- Who will participate in Casual Friday?
- Which clothing is OK to wear?
- Which clothing is not OK?

Words to Use: sandals, jeans, T-shirts, shorts, suits, dresses, business shoes

Wrap Up

Talk with your class and answer the questions.

Putting it all together:

- When do people make conference calls?
- Make a sentence in present tense using he or she.